



Code: 0901

Family: Public Relations and Creative Arts

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Audio-Visual

CLASS TITLE: AUDIO-VISUAL SPECIALIST

CHARACTERISTICS OF THE CLASS

Under general supervision, performs technical duties in the operation of specialized audio-visual equipment for video production and sound recording projects for theatrical performances, departmental programs and private events, and performs related duties as required

ESSENTIAL DUTIES

- Operates a wide variety of audio-visual equipment (e.g., video cameras, video players, projectors, mixing boards, amplifiers, tuners) in the production of video and sound recording projects
- Sets up equipment and creates lighting plans in accordance with project specifications
- Runs audio-visual displays including multi-image shows for performances, exhibits and programs
- Sets up and strikes equipment in remote locations
- Adapts equipment and lighting plans to unforeseen production problems
- Performs minor and routine repairs of audio-visual equipment
- Arranges for service and maintenance of equipment by vendors
- Serves as technical liaison with private companies using city facilities for theatrical productions
- Assists in the selection and purchase of audio-visual equipment
- Maintains an inventory of audio-visual and lighting equipment
- Oversees and monitors the use of related equipment for departmental programs and events, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Three years of experience in operating audio-visual equipment including stage lighting, multi-media coordination and sound support or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment
- Exposure to loud noise

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanners, internet connectivity)
- Hand tools (e.g., hammer, screwdriver, wrench, pliers)
- Video cameras and related equipment (e.g., portable audio mixers, microphones, lighting systems, speakers, web broadcasting equipment)
- Digital editing equipment (e.g., playback video decks, audio consoles, CD recordings, DAT)

PHYSICAL REQUIREMENTS

- Frequently lifts and carries up to 50 pounds
- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to make precisely coordinated movements with one's fingers
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to tolerate heights while working

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *video and audio equipment
- *lighting equipment

Moderate knowledge of:

- *applicable computer software packages (e.g., PowerPoint)

Some knowledge of:

- inventory procedures
- television studio operations and equipment
- digital editing equipment

Knowledge of applicable City and department, policies, procedures, rules and regulations

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MANAGEMENT OF MATERIAL RESOURCES – Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- NEGOTIATION – Bring others together and trying to reconcile differences
- *OPERATION AND CONTROL - Control operations of equipment or systems
- *OPERATION MONITORING - Watch gauges, dials, or other indicators to make sure a machine is working properly
- TECHNOLOGY DESIGN - Generate or adapt equipment and technology to serve user needs
- *TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- VISUALIZE – Imagine how something will look after it is moved around or when its parts are moved or rearranged
- COME UP WITH IDEAS – Come up with a number of ideas about a topic
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- TIME SHARE – Shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources)

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
July, 2014